

MINUTES
Commission on Diversity Awareness
Regular Meeting
November 15, 2017 2:00 p.m.
Council Chambers, City Hall, 211 W. Aspen Avenue, Flagstaff

1. CALL TO ORDER

The meeting was called to order at 2:03 p.m. by Khalif Durham.

2. ROLL CALL

Members Present

Khalif Durham, Chair
Caroline McDonald, Vice Chair
Dan Duke
Anne Hart

Members Absent

Marian Bitsui
Elizabeth Foley
Deborah Shephard

Guests Present

None.

3. Public Participation.

None.

4. Staff Participation.

Denise Thompson, HR Analyst

5. Approval of Minutes

October 26, 2017 – Anne Hart moved to approve minutes, seconded by Khalif Durham and all approved.

6. Date of Next Meeting.

December 19th 1:30 p.m.

7. Action Items.

National Native American Heritage Month Proclamation (attachment 1)

Khalif Durham moved to approve the proclamation with changes and forward to the Flagstaff City Council for approval and reading at the November 21, 2017 Council Meeting. Anne Hart seconded the motion. All approved.

Dan Duke will represent the Commission at the November 21, 2017 meeting during the reading of the proclamation. He will also edit the previous presentation from 2011 with current dates and information, in case he is asked to speak.

Recommendation to remove member

Khalif Durham moved for him to reach out to the members not present to discuss their continuing on the commission due to their lack of attendance. Based on the outcome of his

conversations with the absent members, Khalif will prepare a letter to request removal of the non-participating members for the December meeting to be forwarded to the Flagstaff City Council for action. Dan Duke seconded the motion. All approved.

8. Reports/Discussion Items.

Resolution Follow Up (Attachment 2 and 3)

Khalif Durham motioned to use the previous letter with appropriate changes for the Resolution Follow Up at the November 21, 2017 Council Meeting. Caroline McDonald seconded the motion. All approved.

Previous Goals

Letterhead – use City of Flagstaff Logo with “Commission on Diversity Awareness” Khalif Durham moved for CODA to use the City of Flagstaff Logo with the “Commission on Diversity Awareness” around the outside ring as well as the “City of Flagstaff” in the ring as well, until the commission can decide on a logo of their own. Anne Hart seconded the motion. All approved.

Press Release

Develop a press release stating the Commission is again active and encourage public participation next meeting on 12/19/2017 at 1:30 PM in City Hall. The Commissioners are to bring with them a target list of organizations to formally invite to commission meetings by 12/19/2017.

Questionnaire/Survey

The Commissioners are to develop and bring questions for the survey they are developing to the 12/19/2017 meeting. The Commissioners would like a copy of the previous survey to review to help them develop their questions. This will be an action item on the 12/19/2017 meeting.

City website posting(s) – tabled until 12/19/17 meeting

Outreach tools and opportunities – tabled until 12/19/17 meeting

CODA Budget – tabled until 12/19/17 meeting

9. Agenda for Next Meeting.

Previous Goals

City Website posting(s)

Outreach tools and opportunities

CODA Budget

Bookmarks

Discuss Proclamations for Jan – Mar 2018

10. Adjournment.

The meeting adjourned at 3:01 p.m.

Approved: _____
Shannon Anderson, Staff Liaison

Date Approved

DRAFT